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TO : Chief, ICAPS

FROM : Advisor for Management

SUBJECT: Report for week ending 17 January, 1947

DATE: 20 January 1947

I. Projects carried over from previous week

1. Work on overall personnel and organization problem

II. Projects planned but not yet initiated

1. Review and revision of internal administrative procedures
2. Overall intelligence chart for all government agencies
3. Review of organization and personnel requirements for OSO
4. Establishment of statistical control system

III. Projects initiated during week reported on

1. Preparation of chart presentation on organizational matters for Director's budget hearings

IV. Projects completed during week reported on

1. See Section III, 1.

V. Projects expected to be completed during coming week

None

VI. Projects expected to be carried over the following week

All matters covered in Sections I and II.

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Colonel, AGO

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